



PEMBROKE PUBLIC LIBRARY BOAR OF TRUSTEES Meeting Minutes for December 18, 2024

ATTENDING: Julia Nee, Director, Stephanie Ciciotti, Chair, Larissa Curley, Linda MacDonald, Sharon Stearns and Erin Columbare.

Stephanie Ciciotti, Chair called the meeting to order at 7:01 PM.

Please note that this meeting is made available to the public through an audio recording which will be used to ensure an accurate record of proceedings produced in the minutes of the meeting. All comments made in open session will be recorded. This meeting is also made available through Zoom platform via remote participation in accordance with the requirement of 940 CMR 29.10 via Zoom platform.

FRIENDS NEWS: Julia Nee, Director attended the Friends meeting and discussed long term goals. Donna a member of the Friends will be attending a Library Trustee Meeting.

FOUNDATION NEWS: Stephanie McBain, Kathy and Julia meet with Bob and Judy last week to get an update. They have chosen an architect firm. More updates coming in the new year.

MINUTES OF PREVIOUS MEETING: Table the minutes from the November meeting. Julia will update the minutes and we will be vote on them at the January meeting. Stephanie C. made a motion to table the amended minutes.

NOVEMBER YOUTH SERVICE REPORT: Ms. Kiki was a huge help to Melissa as she stepped in to assist with programs. Larissa made a motion to accept the November Youth Report, Erin seconded and so it was voted.

NOVEMBER ADULTS REFERENCE REPORT: Numbers are going up and Peter is working with attendees in 2025. Sharon made a motion to accept the November Adults Reference Report, Linda seconded all in favor and so it was voted.

NOVEMBERS DIRECTOR'S REPORT: November is our shortest month that we are open. Passports have been very busy. Julia has been director for one full month. The FY26 action plan has been submitted. Linda made a motion to accept the Novembers Director's Report, Sharon seconded and all in favor and so it was voted.

FINANCIALS: Discussed funds that we can use. Passports and State Aid are sources that we can pull from. State Aid has come in. Linda made a motion to accept the minutes for the Financials, Erin seconded all in favor and so it was voted.

OLD BUSINESS: Building Updates: Work is on going and we are being careful where to spend money. The flagpole rope blew down and may need a bucket truck to fix it. The meeting room and staff offices will be painted. A representative from the sheriffs office came to check out the library. We were put on a list to have them paint the library. We will supply lunch and paint and they will do the painting in the spring.

ANNEX PROPOSAL UPDATE AND ATTENDING SELECT BOARD MEETING: Proposal is ready. COA needs a lot of work. Bill is not ready to make a move on this proposal. Many groups would like this building. The building is being used at this time by other groups. Would like to have one date for the Select board to have any group making a proposal for this building to be there all at once.

FY26 BUDGET: Requests have been submitted we are waiting to hear from Bill.

NEW BUSINESS: FY26-FY30 Strategic Plan: Julia submitted an action plan to the MBLC. Discussing a needs assessment /survey in January and February analyze and set goals in March then a draft would be submitted in April and May and the draft could be approved for the June Trustees meeting and will be submitted by July 1, 2025. Julia would like for the Trustees to conduct a SOARS analysis in January. SOARS stands for Strengths, Opportunities, Aspirations, Results.

LEGISLATIVE BREAKFAST: A new president of the MBLC will be there. The Trustees can send a personal invite to any local representative.

DONATIONS GIFTS FUNDRAISING POLICY: Julia gave us a draft of the policy updates. The Library Trustees will read over the new policy and take a vote next meeting.

PHISHING EMAIL SCAM: Warning about Phishing scam as the Library Trustees have information out there. Don't click on any links that seem suspicious.

UPCOMING STAFF MEETING: January 24th, Friday an all staff meeting. The library will open at noon. They will go over emergency procedures, and to go over SOARS information. The Friends of the Library will provide a breakfast for the staff meeting. Staff holiday party will be in February.

UPCOMING EVENTS: Julia reviewed the upcoming events.

Sharon Stearns gave us an update and a hand out on research outlining evaluation, goal setting and expectations of the Library Director. Stephanie C. explained that we were getting a more formal evaluation in place.

Stephanie Ciciotti, Chair called the meeting at 8:06 PM.

Next meeting is January 15, 2025 at 7:00 PM.

Respectfully submitted,

Linda MacDonald
Secretary